



Abdullah Najam Almuaili

Administrative Coordinators

SUMMARY

I worked More than five years of private sector experience at Kuwait Investment Projects Asset Management Company (KAMCO) has enabled me to work with the team to achieve the greatest desired results.

In 2010, I moved to work in the government sector in Environment Public Authority Specifically in the General Manager's Office Until the present time, which added to my experience more than thirteen years distinguished in the development of my professionalism in management and problem solving, I was assigned to the position of Manager office of Director General on a temporary basis for one year which added to me the ability to make decisions and develop staff to advance top management strategies and achieving goals. Also i was participation in the delegation accompanying the Director General in various external missions.

WORK EXPERIENCE

Apr 2010
Present -

Administrative

DGM Office / Environment Public Authority
Kuwait

- Participation in the Personnel Affairs Committee.
- Participation as a rapporteur of the staff's internal regulations team for the Environment Public Authority.
- Coordinator between the Office of the Director-General and the National Assembly regarding the Environmental Protection Law.
- Coordinator between the Office of the Director General and the Supreme Council for the Environment - the Council of Ministers.
- Coordinator between the Office of the Director General and the US Army.
- Participation in the coordinating team of the Kuwait Free of Plastic Conference under the auspices of the Director General of the Environment Public Authority.
- Representation of the State of Kuwait at the previous coordination meeting of the Ministers of Environment meeting at the Arab League - Arab Republic of Egypt - Cairo.
- Representing Kuwait as Coordinator of the Office of the Director-General as part of the team to meet the Center for Marine Environmental Sciences (Cefas) -London.
- Participation within the delegation accompanying the Director General of the Environment Public Authority in the meeting of the undersecretaries responsible for environmental affairs - the Gulf Cooperation Council - the Kingdom of Bahrain - Manama.
- Participation in the delegation accompanying the Director General of the Environment Public Authority in the meeting of the agents responsible for environmental affairs - the Gulf Cooperation Council - the Kingdom of Saudi Arabia - Jeddah.
- Participation within the delegation accompanying the Director General of the Environment Public Authority in the International Meeting on Climate Change - State of Qatar - Doha.

Nov 2004
Oct 2009

Administrative

KAMCO Invest /Department of Administrative Affairs
Kuwait

- Apply all tasks required by the direct administrator.
- Coordination between Department of Administrative Affairs and all sectors of the company to meet all needs.

EDUCATION

Feb 2016
Sep 2020

Business Administration / System

Arab Open University
Kuwait

PERSONAL SKILLS



COURSES

Executive Secretarial	May 2003
Institute of Integrated Studies	
From 2003 Until 2004	
Microsoft Certified Systems Engineer	Apr 2005
New Horizons	
From 2005 Until 2006	
Building Trust	Sep 2007
Gulf National Co	
IELTS	Feb 2017
British Council	

MOST PROUD OF

- Physical Organization
Creative Thinking, Effectiveness, Productivity
- Planning
Analyzing Issues, Decision Making, Project Management, Strategic Planning
- Team Work
Collaboration, Delegation, Goal Setting, Group Leadership

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Kuwaiti

19/10/1980

Married

LANGUAGES

English
Arabic

HOBBIES

- Travel
- Fishing
- Reading